



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 22, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**CHIEF EXECUTIVE OFFICE/CHIEF INFORMATION OFFICE:  
AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO SUPPORT A  
NEW OCCUPATIONAL HEALTH SYSTEM  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

In their February 21, 2008 meeting, the Information Technology Fund (ITF) Executive Committee voted to recommend utilizing \$201,829 from the ITF to support the development and implementation of a new Occupational Health System for the Chief Executive Office (CEO). This system provides County of Los Angeles (County) departments with online access to employee medical records, work restrictions, and accommodations, and sends notifications to departments when an employee's medical status changes. Your Board's approval of the ITF funding is required in order for the project to proceed.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and authorize the use of \$201,829 from the ITF to support development and implementation of a new Occupational Health System for the CEO.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Occupational Health Programs (OHP) Section within the CEO's Risk Management Branch is charged with protecting the health of County employees and mitigating the adverse effects of employee illness and injury in County departments. Currently, OHP uses an antiquated legacy mainframe-based system, which has been in place since the

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early 1980s, to track employee occupation health medical information. The system is obsolete and is becoming increasingly difficult for the Internal Services Department (ISD) to maintain and support.

OHP is seeking ITF funding for ISD to develop a new Occupational Health System that provides County departments with online access to employee medical records, work restrictions, and accommodations, and sends notifications to departments when an employee's medical status changes. In addition, standard reports will be developed and made available to departments to manage their workforce restrictions, accommodations, and all types of medical clearance for driving, hazardous materials, respirators, fitness for duty, etc.

This new system will enable departments to make timely decisions based on the most current information about new hires, current employees, and disabled and restricted employees. This will result in a safer working environment and compliance with County, State, and Federal laws.

Once the new system is implemented, we plan to contact other major jurisdictions to see if there is any interest in joining in or purchasing the County system.

### **Implementation of Strategic Plan Goals**

This project supports the County's Strategic Plan Goal #3: Organizational Effectiveness, by ensuring that service delivery systems are efficient, effective, and goal-oriented; and Goal #4: Fiscal Responsibility.

### **FISCAL IMPACT/FINANCING**

Following approval by your Board, \$201,829 will be awarded from the ITF to support the recommended system. The ongoing maintenance and support costs for the project will be met using existing departmental operating budget and staffing allocated to IT maintenance, which in part will be from the reduced on-going maintenance cost associated with the new system compared to the existing legacy mainframe system that is difficult and expensive to maintain and support.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

There are no legal requirements or prohibitions related to this recommended action.

### **IMPACT OF CURRENT SERVICES**

Implementation of a new CEO Occupational Health System will help departments make timely decisions based on the secured information accessible about new hires, current employees, and disabled and restricted employees. Also, it will provide the opportunity for the County to improve in the goal of returning employees to work by providing departments with readily available information on the status of employee and applicants as soon as the information becomes available. The projected implementation time of the project is six to eight months.

### **CONCLUSION**

Your Board's approval of the recommended action will authorize the use of ITF funds to implement the new CEO's Occupational Health System. All ITF grant recipients are required to provide a bi-monthly status report to the Chief Information Office (CIO). All projects are established in the Information Technology Project Tracking and Status System (ITTTS) monitored by the CIO.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:ES  
GS:JY:cg

c:     Acting Chief Information Officer  
        County Counsel  
        ITF Project